



Commissioner Meeting Minutes

January 2, 2023 through June 26, 2023

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January 2, 2023

The Mitchell County Commissioners **did not meet** Monday, January 2, 2023 in observance of the New Year Holiday.

January 9, 2023

The Mitchell County Commissioners met in formal session on Monday, January 9, 2023 with Chairman Jim Marshall and members, Tom Claussen, and Mike Cooper in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

Tom Claussen was sworn in as Mitchell County 1st District Commissioner by Heather Weston.

The minutes of the December 30, 2022 and January 2, 2023 meetings were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Jim Marshall was appointed Chairman and Tom Claussen Vice Chairman for 2023 on a motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Linda Riley was appointed to the Board of Directors for the North Central Flint Hills Area Agency on Aging on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

The Mitchell County dues for the Kansas Association of Counties was approved on motion by Tom Claussen seconded by Mike Cooper. Motion carried by unanimous vote.

GAAP resolution 1-23 was approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

The commissioners met with Public Work Director Marty Hernandez about phone issues at the landfill and the lack of service. He updated the commissioners on the progress of the new Road & Bridge building. A possible completion date is April 1st and their new motor grader should be arriving in the next week or so.

Stuart Porter met with the commissioners to discuss the 2023 Biennial Bridge Inspections for Mitchell County. He supplied the commission with a contract from Schwab Eaton including 219 routine inspections and 7 fracture critical inspections. The contract was approved in the amount of \$32,100 on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

Emily Benedick met with the commission to further discuss the Seed Grant. A Sexual Harassment Policy was approved on motion by Tom Claussen and seconded by Mike Cooper as part of the grant paperwork. Motion carried by unanimous vote. As soon as all of the paperwork is together and the matching funds are collected, she will send in for the grant agreement. All KDHE licensed daycare providers in Mitchell County will be able to apply for funds thru this grant.

January 2023 was proclaimed National Stalking Awareness Month on motion from Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

The commissioners met with EMS Director Eric Hamel about a software inventory program. They then went into a 10-minute executive session for non-elected personnel per KSA 75-4318. Session was granted on a motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session began at 9:43 and ended at 9:53 when it was extended 5-minutes on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:53 and ended at 9:58 with no decisions made in executive session. There was a discussion about vacation hours earned by county employees who work longer than 8-hour shifts. After discussion the consensus among the commissioners was that the policy would remain as is.

The meeting was adjourned at 10:25am on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

Jim Marshall, Chairman

ATTEST: Heather Weston, Mitchell County Clerk

January 17, 2023

The Mitchell County Commissioners met in formal session on Tuesday, January 17, 2023 as Monday was Martin Luther King Jr. Day, a scheduled holiday for the county. Chairman Jim Marshall and members, Tom Claussen, and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the January 9, 2023 meeting were approved as corrected on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

The commissioners met with Public Work Director Marty Hernandez about the purchase of a 2007 International Truck with plow from KDOT. Tom Claussen approved on motion for the department to purchase the truck at a price not to exceed \$34,000. It was seconded by Mike Cooper and carried by unanimous vote. It was approved on motion by Tom Claussen to purchase a \$6,950 metal liner for the wash bay in the new road & bridge building. The motion was seconded by Mike Cooper and carried by unanimous vote. A phone box was purchased for the landfill at the cost of \$80 and is working well.

Emergency Management Director David Dohe met with the commissioners about the upcoming Incident Command Training Class for senior officials that will be held in Lincoln County on February 7th. He stated that the quarterly chiefs meeting is Thursday at 5:30pm at Trappers. Other training opportunities available are: CVA is holding a first responder's class on January 25th, LEPC will meet at NCK Tech on January 30th, and there will be an 800-radio class in Lincoln on February 9th.

Jay Rowh presented to the commissioners the plans for a new building that will contain the Senior Center, Food Pantry, Economy Shop, and shared office space for NCFHAA and care coordinators. The building will be located on North Campus across from the high school. Bids will be put out for building construction once plans are finalized. The city approved the location and Jesse Benedick from Schwab Eaton is working on the project. Rowh was joined by Stephanie Simmons and Emily Benedick to talk about grants applications and funding. Along with the funds the commissioners pledged, several other entities have pledged as well and private individuals have inquired about donating. The total projected cost of the project is 2 to 2 1/2 million. They believe that the current Senior Center would be of great value to the community once vacated.

The commissioners met with Yvonne Melton, Treasurer, Jenny Lundine and Kristen Kadel, Health Dept., and Eric Hamel and Missy McGinnis, EMS about EFTs and reporting. The EFTs for the two departments will be separated to make accounting easier and they will work with the treasurer to get access to the accounts. There will be a meeting with EMS, the commissioners, and the reporting company next Monday.

EMS Director Eric Hamel then met with the commissioners about monthly reports. There were 699 calls in 2022. For the month of December there was 52 calls, 49 in Mitchell County and 3 in Osborne County. Fridays had the most call activity. The age range of 80-89 had the most need in December.

The meeting was adjourned at 10:55am on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

January 23, 2023

The Mitchell County Commissioners met in formal session on Monday, January 23, 2023. Chairman Jim Marshall and members, Tom Claussen, and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the January 17, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Emily Benedick, Community Development Director, met with the commissioners on the possibility of using the county as a pass thru to apply for a grant for SVED & Mitchell County Tourism. On motion by Tom Claussen and seconded by Mike Cooper it was approved. Motion carried by unanimous vote. A letter of support was signed to apply for a \$5,000 grant to purchase recruiting materials for Mitchell County. Benedick stated she is waiting for the matching funds checks for the SEED Grant in order to get the contract released. Once everything is set up daycare providers will have a 30-day window to apply. There will be a Community Roundtable on Affordable Senior Housing February 9th at 9am at the First Bank meeting room.

A Neighborhood Revitalization was approved for David & Jody Bunger in the amount of \$170,600 on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

EMS Director Eric Hamel, DeLisa and Lisa from DeLisa's Medical Billing, and Jeff Roberg, IT, met with the commissioners to discuss the EMS reports. After discussion, DeLisa's will be sending different reports that are easier to read. Yvonne Melton was present to make sure EMS was getting their new EFT account set up. She will be getting in touch with County Health about their new account.

Marty Hernandez was present to notify the commissioners that they would be selling a grader to Asherville Township for \$48,000 once the new county one arrives. They received the new bed for their service truck and the crane was currently being installed in the new Road & Bridge building.

The commissioners were asked for a response on Senate Bill No. 7. They stated that they would not be supporting it.

The meeting was adjourned at 10:25am on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

January 30, 2023

The Mitchell County Commissioners met in formal session on Monday, January 30, 2023. Chairman Jim Marshall and members, Tom Claussen, and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the January 23, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

EMS Director Eric Hamel and Missy McGinnis met with the commissioners to have EFT paperwork signed and to discuss the new reports sent by their medical billing company. The commissioners thought one report was good but the second needed improving. Hamel then proposed a new pay scale for his department. It has been 10 years since the current pay scale had been adjusted and the Mitchell County wages are lower than surrounding counties. The new pay scale would start EMTs at \$14.25, AEMTs at \$15.25 and Paramedics at \$17.00. Hamel then requested a 15-minute executive session for non-elected personnel per KSA 75-4318. The session was granted on a motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session began at 9:05 and ended at 9:20 with no decisions made in executive session.

County Health Director Cortney Murrow and Jenny Lundine met with the commissioners along with Yvonne Melton Treasurer to discuss EFTs and the ACH account. The County Health department needs their own separate account for auditing purposes. Murrow expressed her concern over the amount of work it is going to take if they are required to switch all of their vendors to a different account. Melton also stressed on her end the difficulty it would take to switch the accounts of all other county entities that use the ACH account. After discussion it was decided that Murrow and Lundine would have view only access on the current account until further changes can be made.

Marty Hernandez, Public Works Director, was present to notify the commissioners that there would not be an open house on April 1st. The date of the open house for the new road & bridge building is to be determined. His department did purchase the approved dump truck from KDOT for \$32,000. The new motor grader is in Concordia at Foley Equipment getting set up for county use.

A Neighborhood Revitalization was approved in the amount of \$27,500 for Dylan Frasier on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Kathy Webster was re-appointed to a new term on the board of Pawnee Mental Health Services on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

The commissioners met with Mitchell County Attorney Mark Noah, on the phone, to discuss questions that have been raised about the Transient Guest Tax. The resolution was signed in November to raise the tax to 4% and Noah did not realize that it had to be published. He reached out to the Clerk's Office to get the resolution published and it will be in the paper this week. Mitchell County Tourism will be able to start collecting at the new tax rate April 1st. Noah then stated that no further action has been taken to correct the land description for the property EMS is attempting to purchase north of their current building.

Yvonne Melton, Treasurer, asked the commissioners if they knew how the money was going to be handled for the seed grant. She needs to contact the auditor to get the account set up. They advised Yvonne to speak with Emily Benedick for the details. Melton said that her new filing cabinets would be here Wednesday.

The meeting was adjourned at 10:40am on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

February 6, 2023

The Mitchell County Commissioners met in formal session on Monday, February 6, 2023. Chairman Jim Marshall and members, Tom Claussen, and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the January 30, 2023 meeting were approved as written on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

EMS Director Eric Hamel requested a 15-minute executive session for non-elected personnel per KSA 75-4318. The session was granted on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:36 and ended at 9:51 when it was extended for 10 minutes on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 8:51 and ended at 9:01 when it was extended for 5 additional minutes on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:01 and ended at 9:06 with no decisions made in executive session. Hamel asked the commission if they had made a decision on the new pay scale for EMS. The new pay scale was approved on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. The new wages will go into effect for the February pay period.

David Dohe, Emergency Management Director, met with the commissioners to present them with the LEPC bylaws and told them that the last meeting went well. On motion by Tom Claussen and seconded by Mike Cooper the bylaws for LEPC were signed. Motion carried by unanimous vote. There were no changes from the prior bylaws. Tom Claussen made a motion to approve an application for a Hazardous Materials Emergency Preparedness Grant which was seconded by Mike Cooper. Motion carried by unanimous vote. Dohe asked that the commissioners appoint Philip Murrow to the LEPC to fulfill the local environmental group requirement. He is currently the Mitchell County sanitation officer. Murrow was appointed on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. TIER II reporting was then discussed. Any agency where hazardous chemicals are used, produced, or stored is required to submit a TIER II form to KDHE if quantities exceed certain thresholds. If a single individual has over 1,428.50 gallons of diesel or 1,597 gallons of gas at one time it would be a reportable quantity. These reports are given to local emergency personnel in case of an incident. This information will be pushed out to the local paper.

Housing Director Keegan Bailey presented the commissioners with a request to use APRA funds to purchase an AED machine for the Solomon Valley Hospice office. It was approved on motion by Tom Claussen and seconded by Mike Cooper to purchase the machine for \$2,003. Motion carried by unanimous vote. Solomon Valley Hospice feels that this will be an easy step in emergency preparedness to assist within the county. The commission then mentioned to Bailey that during the Tourism Committee meeting held on February 6th they said the county would help if there was a budget shortage because of the Transient Guest Tax increase not starting January 1, 2023.

Appraiser Melinda Latham met with the commissioners about her new employee. Leia Heiman was hired to be the personal property clerk. Heiman will start full time in the appraiser's office in two weeks at her current wage. Latham said Change of Value Notices will be mailed on February 16th. She stated that values overall have gone up and residents will notice the increase. As far as ag land, dry crop and irrigation have gone down and pasture has gone up. Ag land values are set by the state. Market values are set by the appraiser and she is required to stay in compliance with Kansas Department of Revenue when appraising values in the county.

Brian Streit, Maintenance, requested a 10-minute executive session for non-elected personnel per KSA 75-4318. It was approved on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Executive session began at 9:53 and ended at 10:03 with no decisions being made in executive session.

A proclamation making February Teen Dating Violence Awareness Month was signed on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Cortney Murrow, County Health Director, presented a letter of support for the I Am Healthy Parents First Program. It is a collaboration between USD 273 and the Beloit Medical Center encouraging healthy lifestyles in families. On a motion by Tom Claussen and seconded by Mike Cooper the letter was signed. Motion carried by unanimous vote. Stephanie Chancellor at First Bank of Beloit is going to work with the County Health Department to make the transition to their new ACH account smoother.

Tom Claussen talked more about the Tourism Committee meeting that he and Jim Marshall attended along with Mark Noah, County Attorney. He said the committee cannot get a list of those who are already paying the guest tax and questions how many entities in the county should be paying that aren't. 234,000 people visited the lake in 2022 and 9,776 people visited the Isle of Lights, 29 different counties represented. Tom Claussen and Jim Marshall will be attending the NIMS emergency management training in Lincoln on Tuesday.

The meeting was adjourned at 10:22am on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

February 13, 2023

The Mitchell County Commissioners met in formal session on Monday, February 13, 2023. Chairman Jim Marshall and Tom Claussen were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the February 6, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Jim Marshall. Motion carried by unanimous vote.

Farm Bureau invited the commissioners to coffee at the Zion Lutheran Church February 25th at 9:00am. Senator Elaine Bowers and Representative Susan Concannon will be present.

Marty Hernandez, Public Works Director, met with the commissioners to discuss the recycling center expenses. Tom Claussen explained that the recycling center offsets materials that would be taken to the county landfill, that is why the expenses are paid out of the solid waste budget. Some of the expenses can get pretty high when things break. The recycling center is a county owned building. Road & Bridge still has not received the new grader, there is an issue with the mount for the shoulder machine. All of the cranes are up in the new shop and they have rubber pads to put down on the concrete for machinery with tracks. The commissioners then discussed some roads in the county that need attention.

Noxious Weed Director Jason Vetter met with the commissioners. Vetter has straightened and put up new 911 signs. His department purchases the blank signs and then they are cut out by Bell Memorial. It costs \$206 to completely replace a sign and post and approximately 30 signs in the last year have been replaced. If you know of a sign that is missing, stolen, or if you find a sign call the Noxious Weed Department to report or return.

Vetter next spoke about Guardrails and Phragmites. His department had many complaints about the weeds on the causeway last year. They sprayed twice but the lack of moisture rendered the chemical ineffective. He did weed eat and mow some but the steepness of the road is too much. Also, non-native phragmites are very invasive and taking over in many waterway areas in Mitchell County. Looking at both of these problems Vetter is looking into getting a spray boom that is specifically for guard rails that can be run entirely from the cab. The bid is \$10,104. The commissioners said the boom is a needed piece of equipment but wanted him to check to see if it can be purchased locally through Simpson Farm Enterprises. Vetter has talked to a gentleman with a drone license that is going to come spray in Mitchell County as an experiment. Drones are legalized for use in weed control.

Vetter mentioned that he had to service his spray truck because the DEF was regulating all the time. While in the shop they found a problem with the turbo. They have ordered a new part and if that works it will be \$1,000-\$1,200. If it doesn't then they will have to order a new turbo for \$3,000. The truck only has 40,000 miles and is a 2016.

Jim Marshall said the NIMs training in Lincoln lasted 3 hours and was about incident command.

Tom Claussen moved to appoint David Porter to the County Planning Commission Board, his title would be treasurer. The motion was seconded by Jim Marshall and carried by unanimous vote. The commissioner meeting agendas will be mailed to Nancy Rush.

The next commission meeting will be on Tuesday February 21, 2003 because of Monday being a federal holiday.

The meeting was adjourned at 10:00am on motion by Tom Claussen and seconded by Jim Marshall. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

February 21, 2023

The Mitchell County Commissioners met in formal session on Tuesday, February 21, 2023, Monday was a federal holiday. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the February 13, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

A Neighborhood Revitalization for Rex & Marian Sibley for a \$95,300 ag building was approved on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

Melinda Latham, Mitchell County Appraiser, Jeff Travis, USD 273 Superintendent, and Jason Rabe, Beloit City Manager, met with the commissioners to discuss the 2023 value notices mailed out by the Appraiser's Office. The public needs to be educated on the process of how an appraised value is converted into taxable dollars in December. Tax dollars cannot be figured until the mill levy is set. Mill levies cannot be set until budgets are figured. It all depends on the amount of tax dollars a government entity needs to operate. Since the appraised values went up the mill levy should go down to collect the same amount of tax dollars. The county runs into the issue that dry crop and irrigated ag land both decreased. Ag values are set by the state and they use an 8-year rolling average, with the two most current years not included. Ag land is taxed on a use value. With that decrease it is hard to know how much the levy will change. Market values for residential and commercial properties in Mitchell County have increased tremendously. The appraiser must follow the Kansas constitution to set the market values of properties as of January 1st each year. Latham uses information collected about properties to do this, that is why it is important to have the correct information. Three years of sales are used to determine market value.

Jeff Travis said that he was concerned about how much the values had increased because the school board is looking at putting forth a school bond issue for HVAC, building roofs, eroding pipes and an Ag Center for the rapidly increasing ag program. He is concerned about the possibility of it passing. Travis said that he has employees questioning if they are going to be able to keep working at the school with taxes going up. There are four counties included in USD 273.

The commissioners wanted to make sure to inform people that if they have a problem with their values, they need to set up an appointment with the county appraiser before March 15th. An informal hearing is the easiest way to adjust your value and the best for the government entities also because the values can be changed before the budgets are set. If you are in the Neighborhood Revitalization program you will be kicked out if you protest at tax time so people need to be aware and address it with the appraiser now. There will most likely be an increase in taxes, but as long as everyone stays within the same budget it shouldn't be too drastic.

Emily Benedick, Community Development Director, told the commissioners that she had received all of the matching funds for the seed grant. When the contract arrives, she will need Jim Marshall to sign it. Jim Marshall then asked about the Foundation Grant and Benedick said it would be closer to March 1st before things were finalized.

Yvonne Melton, Mitchell County Treasurer, was present and Jim Marshall told her that he had heard from the Health Department and things were running smoothly making the needed changes on their accounts. Melton mentioned to the commissioners that other counties use a company for their delinquent tax sales. She would recommend maybe doing something of the sort so that the tax rolls are kept current and this would require people to be more diligent tax payers. Many tax payers bring their taxes up to date and then let them sit until threat of another tax sale.

Maintenance Supervisor Brian Streit then requested a 15-minute executive session for non-elected personnel with the three commissioners and county clerk Heather Weston per KSA 75-4318. The session was granted on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

Session began at 9:51 and ended at 10:06 when it was extended for another 10 minutes on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session began at 10:06 and ended at 10:16 with no decisions being made in executive session.

The meeting was adjourned at 10:20am on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

February 27, 2023

The Mitchell County Commissioners met in formal session on Monday, February 27, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the February 21, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

David Dohe, Emergency Management Director, requested a 20-minute executive session for non-elected personnel with the three commissioners and Mitchell County Clerk Heather Weston per KSA 75-4318. The session was granted on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session began at 8:39 and ended at 8:59 when it was extended for another 20 minutes on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session began at 8:59 and ended at 9:19 with no decisions being made in executive session.

Tom Claussen asked if there were restrictions on the usage of the electronic county sign that is currently at the EMS building. Dohe said that he would contact Lt. Edna Cordner with KHP to clarify the usage policy. The commissioners signed resolution 23-01 for Mitchell County to join the Task Force 8 region on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. David Dohe will be the participating Agency Chief Director. He said he is also in talks to get a hands-on electric car fire class in Beloit for first responders.

Public Works Director Marty Hernandez met with the commissioners to let them know the new grader was at the shop, all of the sheetrock was up in the new building, and they were hanging lights and heaters.

The meeting was adjourned at 9:43am on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

The commission and Heather Weston attended the multi-county meeting held in Smith Center at noon. New commissioners Troy Schaefer of Osborne, Ed Duskie of Jewell, and Jim Gwennap of Smith Center were introduced. Murphy Tractor was present to talk about their new road team division for asphalt and aggregate. A pay increase for Phillip Murrow was discussed, he currently makes \$20/hr. The increase would be \$2.50/hr. A ballot will be sent out to all participating counties to vote both on the increase as well as if they still want to be involved in the league (LEPG). Jewell County has voted to close the courthouse at 12:30 on Fridays. The next multi-country meeting will be held in Jewell in June. The meeting ended at 1:30.

March 6, 2023

The Mitchell County Commissioners met in formal session on Monday, March 6, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the February 27, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Becky Snook, Communications Director, met with the commissioners for department updates. Her employees are currently working on recertifications. Tom Claussen requested a 10-minute executive session for non-elected personnel with the three commissioners, Becky Snook and Mitchell County Clerk Heather Weston per KSA 75-4318. The session was granted on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session began at 8:35 and ended at 8:45 when it was extended for another 3 minutes on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session began at 8:55 and ended at 8:48 with no decisions being made in executive session.

Noxious Weed Director Jason Vetter and Cindy McCullough presented the Annual Noxious Weed Progress Report for 2022 and the 2023 Management Plan. Both were signed on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Vetter spoke with Simpson Farm Enterprises about purchasing a spray boom attachment for his truck. He said the price would be the same no matter how it was ordered. On motion by Mike Cooper and seconded by Tom Claussen it was approved to purchase the boom for \$12,587.77 plus incidentals. Motion carried by unanimous vote. Vetter requested that Bull Thistle be added back to the county option noxious weed list for Mitchell County. It was approved on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. They will submit the proposal to the Secretary of Agriculture and provide a control plan.

Cortney Murrow, County Health Director, and Jesse Benedick from Schwab Eaton met with the commissioners to discuss two parking lot concepts that are ADA compliant for county health. There is six thousand dollars difference between the two concepts and the preference is to go with option 2 that has the ADA parking on the east of the building. Murrow would also like to replace the existing parking lot to the east all the way to the trees. There is a grant to pay for part of the expenses and money in a capital outlay fund to pay for the rest of the project. The commissioners agreed to proceed with concept 2 and concrete all the way to the east. Jesse Benedick is going to get the plans ready for bid.

The commissioners signed years of service certificates for February and March. Murrow then asked the commissioners to sign grant pages for KDHE Aid to Local Grants. On motion by Mike Cooper and seconded by Tom Claussen it was approved. Motion carried by unanimous vote. County Health is applying for \$88,365.01 in grants and is hoping to receive around \$50,000. The grants will be used for updates; turning an open office into an ADA compliant room, adding a new exam chair, installing 8 new windows, and adding 2 new air filtration systems. Murrow will use memorial money to replace some kitchen appliances and paint an interactive mural on the wall for kids. Since they are down some staff members, they may have to close over some lunch hours while others are attending training.

Emergency Management Director David Dohe presented commissioners Claussen and Marshall with their certificates and new credentials for completing training. Dohe asked for approval to purchase a sit/stand desk for \$1,700. The commissioners approved the purchase and the money will come out of a capital outlay fund. He then requested a 5-minute executive session with the three commissioners for non-elected personnel per KSA 75-4318. The session was granted on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:50 and ended at 9:55 with no decisions being made in executive session.

Marty Hernandez, Public Works Director, notified the commissioners that the grader sold to Asherville Township has been delivered and Leon Engelbert is operating the grader in Eureka Township since the county has taken over.

A Neighborhood Revitalization for Carter Wessling for a residential remodel in the amount of \$147,000 was approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

NCK CASA Annual Wear Blue Day is April 7th. The Annual KCCA Spring Conference is April 25th – 27th in Hays. The NCK Highway Association meeting will be held on April 5th & 6th at Acorn Resort at Milford Lake.

The commissioners approved the purchase of a laptop for \$1,500 for Mike Cooper to use for county duties.

The meeting was adjourned at 10:14am on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

March 13, 2023

The Mitchell County Commissioners met in formal session on Monday, March 13, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the March 6, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Marilyn Schneider was appointed to the Round Springs Cemetery board on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

A Neighborhood Revitalization for Dalton Rothchild in the amount of \$34,000 was approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Kristin Kadel, County Health Department, presented the Public Health Emergency Preparedness (PHEP) grant application. The application for \$49,919.67 was signed on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. The health department hopes to receive at least 25% of the amount.

The NCK Highway Association meeting will be held at Acorn Resort at Milford Lake on April 5th. Marty Hernandez and the three commissioners plan to attend.

The meeting was adjourned at 9:25am on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

March 20, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, March 20, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the March 13, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Mitchell County Sheriff Tony Perez and Maintenance Supervisor Brian Streit met with the commissioners about purchasing new water heaters for the Law Enforcement Center. The current ones are 12 years old and will most likely not pass the next inspection. The LEC is in need of two 199-gallon water heaters and two 40-gallon water heaters. The larger water heaters are \$10,000 to \$13,000 each. The washing machine at the LEC is no longer functioning correctly. Perez requested approval to purchase a new machine. On motion by Mike Cooper and seconded by Tom Claussen it was approved to purchase a washing machine for \$13,786 and get bids to replace all water heaters. Motion carried by unanimous vote. The city will pay for 22% of the costs per the agreement with the county. The Sheriff's Department would like to donate old 800 radios to the rural fire departments. It will cost approximately \$6,000 to update the radios. The commissioners suggested to bring the costs up at the next quarterly chiefs meeting which will be held April 20th. Grants may also be a possibility. There was a discussion about getting a drop box to retire old flags at the LEC.

Marty Hernandez, Public Works Director, informed the commissioners of the purchase of a pressure washer for \$9,195 for the road & bridge shop. Bridge inspections have started and they have found one bridge that needs replaced so far.

EMS Director Eric Hamel presented the monthly reports. Some of the reports from DeLisa's Medical Billing Service are not what the commissioners are wanting. Hamel then requested a 10-minute executive session for Trade Secrets of a Corporation per KSA 75-4318. Executive session was approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session started at 9:33 a.m. and ended at 9:43 a.m. when it was extended for five more minutes on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote. Session began at 9:43 a.m. and ended at 9:48 a.m. with no decisions being made in executive session.

There will be a department head meeting next Monday at 10:00 a.m.

The meeting was adjourned at 10:12 a.m. on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

March 27, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, March 27, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the March 20, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Mitchell County Communications Director Becky Snook met with the commissioners to discuss renewing the Quality Assurance Program used to grade calls and evaluate dispatchers. The program has been used for about 5 years and also serves as a training tool. The cost for renewal increased from \$750 to \$1,000. The commissioners agreed that the program was useful and approved the renewal. The storm spotter meeting put on by the National Weather Service was very informative. Dust and fire storms are the most dangerous. There was a discussion about what the acronym W.A.R stood for. It is Wildfire Automatic Response which means that if there is a fire call all departments must respond.

Eric Hamel, Ambulance Director, presented the commissioners with reports from DeLisa's Medical Billing along with his excel spreadsheets. The numbers are still not jiving. The commissioners suggested he visit with DeLisa's for more clarification. Claussen stated we want to make sure we are collecting all that is due to the taxpayers of Mitchell County. The current rate for an ambulance run is \$650 per run plus \$13.75 per mile. The commissioners questioned if the county was leaving money on the table at that rate. Hamel then stated that the office in Cawker City will be closed for approximately 16 days next month. There will be a sign on the door to call 911 if no one is there and you need assistance.

Janelle Kircher, MCHHS Administrator, along with Stephanie Simmons, came to introduce herself. The commissioners welcomed Kircher and noted she has been out and about in the community, even personally handing out Valentine's candy to hospital employees. A nurse by trade and originally from Midland, Tx, Kircher has worked in Nebraska and Colorado in both large and small hospitals. The county now levies 2 mils for the hospital and with all of the COVID money gone the budget will be a challenge this year. All three commissioners were invited to attend the hospital board meetings and she will plan on visiting each quarter with the commissioners for hospital updates.

Tony Miller, an Advocate Supervisor, with NCK CASA presented a proclamation to make April Child Abuse Awareness Month. The proclamation was signed on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Miller said they are always looking for volunteers, it is a 30-hour curriculum and an extensive background check to qualify.

Blue Cross Blue Shield Representative Jeremy McGuire came to give the commissioners a 6-month utilization update. Currently the county employees are at an 84% rate which is down from last year. If we stay on the same track, he said the county is looking at an inflationary type renewal of 7%-10%.

A neighborhood revitalization for Creighton Remus for \$62,500 for a 40' x 75' ag building was approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

The new LEPG contract was received and the renewal cost is \$1500. There will be a Tourism meeting April 12th at 4:00 p.m. at the museum about Milford Lake to Waconda Lake becoming a Kansas Byway.

The commissioners took a 10-minute recess.

The quarterly department head meeting was held. All department heads and Emily Benedick were in attendance with updates.

The meeting was adjourned at 11:33 a.m. on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

Jim Marshall, Chairman

ATTEST: Heather Weston, Mitchell County Clerk

April 3, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, April 3, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the March 27, 2023 meeting were approved as written on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

Becky Snook, Communications Director, met with the commissioners to give department updates. Snook and Terrence Silvia attended a quarterly meeting at the Salina Regional Training Center.

Mitchell County Clerk Heather Weston spoke about the Kansas Department of Emergency Management meeting in Salina. The meeting focused on making a plan for the long-term recovery of an area after an incident. David Dohe, Stephanie Simmons, and Deb Beam also attended the meeting.

The meeting was adjourned at 9:04 a.m. on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

April 10, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, April 10, 2023. Chairman Jim Marshall and member Tom Claussen were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the April 3, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Jim Marshall. Motion carried by unanimous vote.

Marty Hernandez, Public Works Director, and Stuart Porter from Schwab Eaton met with the commissioners to discuss dates for the Causeway Project. The field check is set to be completed June 26th with an office check being submitted in November and complete by January 2024. Final check is to be submitted June 2, 2024 and the ad date for the letting of bids is August 19, 2024. Bridge inspections are under way in the county. The commissioners said the NCK Highway Association meeting held at Acorn Ranch went well.

A Neighborhood Revitalization for Kevin & Jennifer Hewitt for a 28 'x 30' residential building for \$49,140 was approved on motion by Tom Claussen and seconded by Jim Marshall. Motion carried by unanimous vote.

April was declared Sexual Assault Awareness Month on motion by Tom Claussen and seconded by Jim Marshall. Motion carried by unanimous vote.

Mitchell County Sheriff Tony Perez and Maintenance Supervisor Brian Streit were present to open bids for water heaters at the Law Enforcement Center. Mason Refrigeration, Lincoln, presented a bid of \$28,994 and Watts & Sons Plumbing & Heating, Beloit, presented a bid of \$26,450. The bid from Watts & Sons for \$26,450 was accepted on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

The Senior Housing Meeting has been changed to Tuesday at 9:00 a.m. at the First Bank Meeting Room. There is a Tourism Meeting on the 12th at 4:00 p.m. at the museum. The NCK Treasurer's and Register of Deeds Association will meet in Beloit on Friday the 14th.

The meeting was adjourned at 9:43 a.m. on motion by Tom Claussen and seconded by Jim Marshall. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

April 17, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, April 17, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the April 10, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Claussen. Motion carried by unanimous vote.

Marty Hernandez, Public Works Director, met with the commissioners to discuss equipment sold at Hansen Auction & Realty. A grader sold \$26,000, a mower sold for \$9,500, and the County Health Ford Focus sold for \$7,500. Updates on the progress of the new building were given.

Noxious Weed Director Jason Vetter contacted the commissioners by phone to request approval to fix the turbo on the Weed Department truck at the cost of \$3,600. All commissioners agreed that the fix was necessary and approved the work.

An on-premises and off-premises liquor license was approved for Seven Stars LLC DBA Norman's North Shore on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned at 9:35 a.m. on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

April 24, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, April 24, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the April 17, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Emergency Management Director David Dohe met with the commissioners to discuss controlled burning. The procedure to report a controlled burn is to first contact dispatch, dispatch will put you on hold and contact the fire chief in your district, and then dispatch will let you know if you have permission to burn. On a WAR Day there is to be absolutely no burning. If there is a burn ban in effect CRP ground should not be burnt. A monetary fine was discussed for anyone who does not report a controlled burn and the fire department is called out.

Dohe also gave other updates. The Rescue Squad purchased an auger to use for an individual trapped in a grain bin. Lakeside School District is purchasing three electric school buses. A discussion was had about having a training class on electric vehicles for first responders in Mitchell County. The Kansas Firefighters Association conference is in Salina next year. The next Fire Chiefs Meeting is July 20th at Trappers. Radios for the rural fire departments are being updated. The county is working on the paperwork for the new floodplain maps.

Eric Hamel, EMS Director, was present with a quote for a new desk for \$1,636 from Tri-Central Office Supply. The purchase was approved on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Hamel requested a five-minute executive session for non-elected personnel with the three commissioners and Missy McGinnis. The request was granted per KSA 75-4318 on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:19 a.m. and ended at 9:24 a.m. when it was extended for five minutes on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session began at 9:24 a.m. and ended at 9:29 a.m. with no decisions being made in executive session.

A special event cereal malt beverage license was approved for James Deverman DBA Nebraska Bush Pullers for June 9th on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

A Neighborhood Revitalization for Douglas Newquist for a 32'x36' residential garage for \$78,966 was approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned at 9:45 a.m. on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

Jim Marshall, Chairman

ATTEST: Heather Weston, Mitchell County Clerk

May 1, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, May 1, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the April 24, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Emily Benedick, Community Development Director, was present for grant updates. SVED received the Base Grant from the Kansas Department of Commerce for \$423,000 to remodel the Sperry Building. SVED has received approximately \$600,000 total to put toward this project. The plan for the space is offices, a conference room, and a store front. Benedick had nine daycares apply for money from the SEED Grant. Each daycare will receive \$1,775. The Hunter mural is starting in two weeks and the Glen Elder mural will start in June.

Public Works Director Marty Hernandez was present to discuss the concrete in the new shop. The moisture level is not going down so the epoxy and paint are being delayed. The commissioners told Hernandez to get another opinion and to contact local contractors. A sealer should have been put in the bid from the start but wasn't. The contractor can now put that sealer on for a cost of \$29,450. All parties agreed that they did not want to spend that much more money.

Eric Hamel, EMS Director, was present to give grant updates. Hamel's department received a Kansas Board of EMS grant for \$4,476.40 to put toward a Zoll Autopulse. EMS would pay the difference of \$13,429.20. The purchase was approved in the amount of \$17,905.60 on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Hamel just hired a new employee and has one position still open. One EMS employee passed his test to be a paramedic.

Emergency Management Director David Dohe and Mitchell County Attorney Mark Noah were present to discuss the new floodplain resolution. Vacant structures and monetary fines in the resolution needed to be addressed. The commissioners were not in favor of making any decisions. They advised Dohe that he take the resolution to the Zoning Commission meeting for input and talk to Katie Schroeder about how the city addresses the floodplain.

Brandon Tritsch, KDWP, and Doug Palen then joined the meeting to discuss controlled burning. The current resolution has been in place since 2011 and gives the fire chiefs the power to approve burning in the county. Tritsch showed a burn plan to the commissioners for an example of what criteria needs to be met for approval to burn. Prepping, fire breaks and units available are very important. Lack of knowledge is why many fires get out of hand. He is hoping to have a class for landowners to attend this year. Doug Palen had requested to burn recently and had been told no because of the extremely dry conditions in Mitchell County. Palen said that he had all of the safe guards in place to burn and should have been allowed. He said that maybe the fire chiefs and Dohe need to come up with a list of criteria that the chiefs can go by. If the landowner meets all of the criteria, then the burn would be approved. All agreed that that was a good idea. The current resolution will be redrafted to increase the hourly wage for fire fighters and trucks deployed if a burn gets away from the landowner and criteria for what is prepared.

On motion by Tom Claussen and seconded by Mike Cooper a MOU was signed with Ellsworth Correctional Facility for support if needed. Motion carried by unanimous vote.

Barb Wise and Kathy Webster were present to speak about mental health. Pawnee Mental Health provides services for over 200 people in Mitchell County and mental health is very important. Lance Bergmann, Sheriff's Department, currently completed mental health training to better assist the prisoners at the jail. On motion by Tom Claussen and seconded by Mike Cooper a proclamation declaring May Mental Health Month was signed. Motion carried by unanimous vote.

Dawn Snyder was present for the Fiscal Year 2024 grants from the Kansas Department of Corrections. Four grants were approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Those grants are the Adult Comprehensive Plan Grant for \$407,048.89, the Juvenile Comprehensive Plan Grant for \$292,469.94, the Juvenile Corrections Advisory Board Grant for \$118,002.90, and the Juvenile Reinvestment Grant for \$99,122.10.

Mitchell County Clerk Heather Weston presented a bid for an on-demand ballot printer from Knowink. Being able to print on demand will save on the number of ballots wasted. On motion by Mike Cooper and seconded by Tom Claussen the purchase for \$7,970 was approved. Motion carried by unanimous vote.

The meeting was adjourned at 10:25 a.m. on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

May 8, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, May 8, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the May 1, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

A neighborhood revitalization was approved for Roy Scoggan for a 20x27 residential garage for \$33,161 on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Kelly Hawk, EMS, was present to discuss the county vacation policy. Mike Cooper requested a 15-minute executive session for non-elected personnel per KSA 75-4318 with the three commissioners and Kelly Hawk. The executive session was granted on motion by Tom Claussen and seconded by Jim Marshall. Motion carried by unanimous vote. The session started at 8:35 a.m. and ended at 8:50 a.m. with no decisions being made in executive session.

Kelly Hawk is going from full-time to part-time and will be losing his county benefits. The county policy is to pay a maximum of 240 hours of vacation upon leaving your position. Hawk has worked for the county for 14 years and stated that because of COVID and staffing issues he has not been able to use his vacation. He currently has 566 hours. On motion by Mike Cooper and seconded by Tom Claussen is was approved to pay 566 hours of vacation because he did not have the opportunity to use it. Motion carried by unanimous vote.

EMS Director Eric Hamel and Missy McGinnis, EMS, were present and requested a 20-minute executive session for non-elected personnel. The session was granted on motion by Tom Claussen and seconded by Mike Cooper per KSA 75-4318. Motion carried by unanimous vote. The session started at 9:05 a.m. and ended at 9:25 a.m. when 10 more minutes was requested on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session started at 9:25 a.m. and ended at 9:35 a.m. when 5 more minutes was requested on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session started at 9:35 a.m. and ended at 9:40 a.m. with no decisions being made in executive session.

The three commissioners and Heather Weston, Mitchell County Clerk, will attend an employee meeting at the EMS building at 1:00 p.m. on Monday the 15th.

The meeting was adjourned at 10:07 a.m. on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

May 15, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, May 15, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the May 8, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Emergency Management Director David Dohe was present to discuss the floodplain resolution. Dohe attended the Mitchell County Zoning Meeting to discuss the new floodplain maps. One question that the zoning commission had was if a notice would be sent to home owners that are not in compliance with the resolution. He has reached out to his contact at the Kansas Department of Agriculture to get clarifications on items that the commissioners would like to strike. The resolution needs to be printed in the paper 60 days prior to the maps taking effect. Tom Claussen said to make sure the fire departments have a copy of the new maps because they will be responding. When a resident gets a new address from communications, they will be directed to get a certificate from emergency management as to whether the property is in the floodplain. Dohe will return next Monday at 8:30 a.m. with more updates. The federal government pays for this program but individual contractors draw up the maps.

Marty Hernandez, Public Works Director, and Dale Lewis, Shop Foreman, requested a 15-minute executive session. Session was granted on motion by Tom Claussen and seconded by Mike Cooper per KSA 75-4318. Motion carried by unanimous vote. Session started at 8:48 a.m. and ended at 9:03 a.m. with no decisions being made in executive session.

The moisture is not going down in the concrete floor of the new shop building. It was approved to purchase a sealer for approximately \$23,000 on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. The sealer will be put on the floor so they will be able to put the epoxy down. The concrete has caused a delay in moving into the new building.

Mitchell County Clerk Heather Weston said that the filing deadline for City/School Elections and Extension Board Positions is June 1st at noon in the Mitchell County Clerk's office. As departments are starting to prepare budgets a question was raised as how to address wages. The commissioners said to leave wages at the same rate because we do not know how the valuations are going to affect the budget. They will be addressed later.

The meeting was adjourned at 9:30 a.m. on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

The Mitchell County Commissioners and Mitchell County Clerk Heather Weston met at the EMS building Monday, May 15, 2023 at 1:00 p.m. for an employee meeting. After a brief introduction from the commissioners the employees discussed the work environment at the EMS department. The meeting was adjourned at 2:11 p.m. and after a brief discussion the three commissioners and Heather Weston left the EMS building at 2:20 p.m.

May 22, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, May 22, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the May 15, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Emergency Management Director David Dohe requested a 10-minute executive session with the three commissioners for reasons of security. The session was granted per KSA 75-4318 on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. The session started at 8:35 a.m. and ended at 8:45 a.m. when it was extended for 5 more minutes on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session started at 8:45 a.m. and ended at 8:50 a.m. when it was extended for 5 more minutes on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session started at 8:50 a.m. and ended at 8:55 a.m. No decisions were made in executive session.

Missy McGinnis, EMS Assistant Director, requested a 15-minute executive session for non-elected personnel with the three commissioners and Mitchell County Clerk Heather Weston. The session was granted per KSA 75-4318 on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. The session started at 9:00 a.m. and ended at 9:15 a.m. No decisions were made in executive session.

EMS Employee Matt Lichtenwalter was present to give the commissioners an updated resume and make it known that he was interested in the EMS Director position. After a brief discussion the commissioners stated they were not looking for a director at this time.

Cortney Murrow, County Health Director, was present with COVID grant updates. Murrow wanted to give the commissioners a heads up about some larger purchases. They will be replacing windows, getting a new exam chair, and remodeling a room to make it ADA compliant. Murrow and Jesse Benedick from Schwab Eaton are on the agenda June 5th to discuss the next step in the parking lot project. The state immunization site visit went well, some county health staff attended a billing symposium, and Murrow spoke at a breakout session at the Governor's Ball.

Public Works Director Marty Hernandez was present to discuss a road in Pittsburg Township. The rock on the road has been pulverized because of the routing of traffic while KDOT is working on a bridge by Downs. KDOT said they will reimburse the township for road damage. Hernandez also discussed a grant he applied for to replace one bridge and the possibility of closing another.

Two Neighborhood Revitalizations were approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. The first was Gannon Grauerholz for a 40'x60'x18' ag building with electric for \$135,552. The second was Timothy Jankowski for a 40'x50' detached garage and to replace an existing deck with a 17'x25' composite deck for a total of \$125,000.

An application for a Cereal Malt Beverage License for off premises consumption was approved for Glen Elder Maria, LLC on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission took a 10-minute recess on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. The recess started at 9:50 a.m. and ended at 10:00 a.m.

Eric Hamel, EMS Director, requested a 15-minute executive session for non-elected personnel with the three commissioners and Heather Weston. Session was granted per KSA 75-4318 on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session started at 10:02 a.m. and ended at 10:17 a.m. when it was extended for 10 more minutes on motion by Jim Marshall and seconded by Tom

Claussen. Motion carried by unanimous vote. Session started at 10:17 a.m. and ended at 10:27 a.m. No decisions were made in executive session.

Hamel presented the commissioners with a letter of resignation effective immediately. The commissioners thanked Hamel for his 26+ years of service to the county and wished him well in his future endeavors.

Jim Marshall requested a 15-minute executive session for non-elected personnel with the three commissioners and Heather Weston per KSA 75-4318. The session was granted on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session started at 10:37 and ended at 10:52. No decisions were made in executive session.

Missy McGinnis returned to meet with the commission. Jim Marshall requested a 15-minute executive session for non-elected personnel per KSA 75-4318 with McGinnis, Heather Weston and the three commissioners. Session was granted on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session started at 11:06 and ended at 11:21. No decisions were made in executive session.

Missy McGinnis accepted the position of EMS director effective immediately. The commissioners, Heather Weston, and all EMS employees will have a meeting on Thursday May 25th at 10:00 a.m. at the EMS building.

The meeting was adjourned at 11:30 a.m. on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

The Mitchell County Commissioners and Mitchell County Clerk Heather Weston met at the EMS building Thursday May 25, 2023 at 10:00 a.m. for an employee meeting. The commissioners discussed the expectations for the EMS department and their new director. They will be checking in on the department more often and any questions or concerns should be brought to their attention. The meeting was adjourned at 11:20 a.m.

May 29, 2023

The Mitchell County Commissioners **did not meet on Monday 29, 2023** as the county was closed to observe the Memorial Day holiday. There will be no meeting the week of May 29th as it is the fifth week of the month. The next regularly scheduled Mitchell County Commissioners meeting is June 5, 2023.

June 5, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, June 5, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the May 22, 2023 meeting and the waiver of the May 30, 2023 minutes were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Emergency Management Director David Dohe requested a 15-minute executive session with the three commissioners, Nancy Rush and David Porter from the Planning Board for reasons of security. The session was granted per KSA 75-4318 on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. The session started at 8:36 a.m. and ended at 8:51 a.m. when it was extended for 5 more minutes on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session started at 8:51 a.m. and ended at 8:56 a.m. with no decisions being made in executive session. Dohe will be back on June 19th to discuss the floodplain resolution further.

Allen Eilert, MC Fire Department #3, was present to explain the request for a budget increase in 2024 and the purchase of a new truck. Grants are being looked into for the purchase. The department is planning on disposing of 3 trucks and considering closing the Solomon Rapids station.

OCCK President/CEO Shelia Nelson-Stout was present along with Kendra Krier, Susan Sprague and Patrick Wallerius for the 2024 budget. Barbara Wise was also introduced as a new board member. OCCK has grown rapidly in rural areas servicing many people across 9 counties. They play a support role in independent living, home health, crisis planning, Alzheimer's and Autism work, transportation, running errands, helping people pay bills and gain employment. OCCK is asking for a 5% increase in the budget to keep up with the additional number of people they are serving in the community.

Cortney Murrow, County Health Director, was present with Jesse Benedick from Schwab Eaton to discuss the parking lot project. Two options were presented to the commissioners. The first was the portion that needs to be redone and the second was the whole parking lot. Murrow is worried the funds from the state will be taken back and is concerned about the cost of redoing the whole parking lot. The commissioners stated it would be better if it was all done at one time. It was decided that the bids will be put out for the whole project first, then in two parts. Contractors will have the option of bidding one or all. They were optimistic that they could get the project finished this year. Benedick will be back in two weeks with the paperwork for the bids.

Murrow stated that Kevin Whipple painted the lines in the County Health parking lot and he did a good job. The 1st Annual Community Baby Shower educational event went very well. County Health partnered with the Medical Foundation and others to put the event on which was held at NCK Tech College.

A Neighborhood Revitalizations for Clint Offutt for a 45'x35'x12' steel building for \$113,180 was approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

A proclamation making June Elder Abuse Awareness Month was approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned at 10:30 a.m. on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Jim Marshall, Chairman

ATTEST: Heather Weston, Mitchell County Clerk

June 12, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, June 12, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the June 5, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Robin Cole and Kathy Webster with Pawnee Mental Health were present and gave a presentation on the services they offer in the community and introduced the new Ag Assistance Program for farmers mental and emotional needs. Pawnee is becoming a Certified Community Behavioral Health Clinic and is expanding their services. They are asking for a 3% increase in their 2024 budget.

Ambulance Director Missy McGinnis was present to give department updates. Things are transitioning smoothly and McGinnis has outlined the job descriptions for everyone in the department. Ambulance MC2 had a wreck in the hospital parking lot. KCAMP is coming to do a defensive driving class. McGinnis has 12 people interested in an EMT class. The shed is complete at EMS but the contractor needs to come back and fix some problems.

McGinnis then requested a 15-minute executive session with the three commissioners, Lynne Imboden, HR, and Mitchell County Clerk Heather Weston for non-elected personnel per KSA 75-4318. Session was granted on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session started at 9:10 a.m. and ended at 9:25 a.m. when it was extended for 10 more minutes on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote. Session started at 9:25 a.m. and ended at 9:35 a.m. No decisions were made in executive session.

McGinnis then requested a 10-minute executive session with the three commissioners, Heather Weston, and Kelly Hawk for non-elected personnel per KSA 75-4318. Session was granted on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session started at 9:35 a.m. and ended at 9:45 a.m. No decisions were made in executive session.

Kelly Hawk is again a full-time employee with the EMS department. On motion by Tom Claussen and seconded by Mike Cooper the county will not be paying out his 566 hours of vacation and he will earn 12 hours vacation monthly. Motion carried by unanimous vote.

Nathan Gentry was present with the Field Day Proclamation. The theme of the field day is Tune In The World and will be held June 24th - 25th at the VFW in Glasco. The proclamation declaring June 18th - 24th as Amateur Radio Week was signed on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

A Neighborhood Revitalization for Greg & Brenda LaFever for a shed at the cost of \$127,574 was approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

Mitchell County Clerk Heather Weston, Marty Hernandez, Public Works Director, Tony Perez, Mitchell County Sheriff, and Yvonne Melton, Mitchell County Treasurer, were present to discuss updating the county handbook. The commissioners want the ability to pay out more than 240 hours vacation if they feel it is appropriate, reason being the employee had the inability to use it while employed. Wording was added to say such and the max allotted time you are allowed to accrue was removed. A section in the handbook about compensatory time was discussed and then removed. Weston stated that many employees had asked if the county was closed for Juneteenth. The commissioners said not this year, but they feel it may be something they will have to address in the future. Weston will make the changes discussed and then send the handbook to attorney assist.

The three commissioners, Heather Weston, and Marty Hernandez will leave at 11:15 a.m. to attend the Multi-County Meeting in Jewell, Ks.

The meeting was adjourned at 10:41 a.m. on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

The Multi-County Meeting was held in Jewell, Ks at the community building at 11:45 a.m. Monday 12, 2023. The three commissioners, Heather Weston and Marty Hernandez were in attendance from Mitchell County along with Smith, Osborne, and Jewell County representatives. Jewell county commissioner Keith Rowe opened the meeting.

Topics discussed included burn bans, road and bridge employees and wages, and not being able to hire employees for county positions.

Jordan Dettmer from Penco Engineering was at the meeting to talk about a bridge bundling opportunity for the counties and new regulations for elevator inspections were discussed.

NCKLEPG needs to update their contract. Phillip Murrow stated that meeting twice a year would be a good idea to sign contracts and vote on issues.

The meeting was adjourned at 1:35 p.m.

June 19, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, June 19, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the June 12, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

On motion by Tom Claussen and seconded by Jim Marshall two Neighborhood Revitalizations were approved. Motion carried by unanimous vote. The first for Gilbert & Jeanette Specht for a home, basement, and moving cost totaling \$314,500 and the second for Jeff & Pepper Roberg for a pool, covered patio, and fence totaling \$50,000.

Emergency Management Director David Dohe was present to discuss the flood plain resolution. Dohe attended the Simpson City council meeting to answer question about the new floodplain map. He will attend the next city council meeting on July 7th and a representative from the state will also be there to answer questions. Dohe will also attend the next Zoning Commission meeting to finalize aspects of the resolution. The next NCK Emergency Management meeting will be in Abilene on September 15th. Dohe is the new regional Vice President which is a two-year term.

Ambulance Director Missy McGinnis was present with the bid to replace the bumper on MC2. The bid from C & R Body Shop is \$1,562. Insurance will pay \$562 after a \$1,000 deductible. McGinnis said she was surprised at the final cost for the new shed, but it is bigger with a concrete floor. Insurance money did pay for part of the cost. A new employee has been hired but a start date has not been given.

McGinnis then requested a 10-minute executive session with the three commissioners for non-elected personnel per KSA 75-4318. Session was granted on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session started at 8:59 a.m. and ended at 9:09 a.m. No decisions were made in executive session.

An \$18.25 per hour raise that will be distributed among 10 full-time employees of the EMS department was approved on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. The raises will take effect in the July pay period. EMS is close to being fully staffed.

Mitchell County Clerk Heather Weston was present with suggestions from Attorney Assist about modifying the county handbook. Attorney Assist suggested a cap be put on accrual instead of stating what will be paid upon termination. This will encourage employees to use their vacation time which has been an issue for the county. The Commissioners stated that they were not going to put a cap on the amount of vacation to be earned by an employee. An employee actively employed and in good standing will be allowed to use the vacation they have earned. Upon termination of employment an employee will only be compensated for 240 hours of vacation on their last paycheck unless unusual circumstances apply. Commissioner Cooper stated vacation hours are not a retirement plan, the employees need to use them. On motion by Tom Claussen and seconded by Mike Cooper it was approved that the book read as is with 240 hours of vacation paid out upon termination of employment with the county. Motion carried by unanimous vote. The commissioners stated that the county employees would receive ½ day off Friday the 22nd and Monday the 25th off to observe Christmas and January 1st off for New Years. There will be no commissioners meeting the week of December 25th. The next scheduled meeting after the holidays will be Tuesday January 2, 2024.

Commissioner Marshall called Donna Schmitt, Sheriff Department, to ask about a bill to Midwest Commercial Laundry, Inc. Schmitt stated that the check was for the balance due on the new laundry system for the jail.

On motion by Tom Claussen and seconded by Mike Cooper a contract from KDOT was signed to reimburse Pittsburg Township \$21,000 for road damage due to a bridge closure by Downs. Motion carried by unanimous vote. The county will be used as a pass through for the funds.

Brian Streit, Maintenance Supervisor, was present with the KCAMP appraisals on all county buildings. The current RCN of the Mitchell County Courthouse is \$5,296,500. There was a discussion about the coverage of the County Health Building. The county began using it for services in 1997.

The meeting was adjourned at 9:46 a.m. on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

June 26, 2023

The Mitchell County Commissioners met in formal session at 8:30 a.m. on Monday, June 26, 2023. Chairman Jim Marshall and members Tom Claussen and Mike Cooper were in attendance.

The meeting was called to order by the Chairman and the Pledge of Allegiance was recited.

The minutes of the June 19, 2023 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

NCK CASA Executive Director Chelsey Wilson was present to discuss the services provided in Mitchell and surrounding counties. The average age of volunteers for CASA is 60 years old with the youngest being 45. They are always in need of volunteers and have kids on a waiting list that need representatives. The federal funding for CASA was cut by 40%. They are asking for a \$2,000 increase in their budget from \$12,000 to \$14,000.

Missy McGinnis, EMS Director, along with Timmy Greenwood, Andrew Allen, Matt Lichtenwalter, and Kelly Hawk, EMS employees, were present with department updates. All employees in attendance are happy with the changes that have taken place in the department. People are positive, filling shifts, and equipment is getting updated. Stacey Allen is working with Emily Benedick on a grant for an Ambu Man dummy to train on and the state inspectors will be here on Wednesday.

McGinnis requested a 5-minute executive session for non-elected personnel per KSA 75-4318 with the three commissioners and Heather Weston Mitchell County Clerk. The session was granted on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session started at 8:57 a.m. and ended at 9:02 a.m. No decisions were made in executive session.

County Health Director Courtney Murrow and Jesse Benedick, Schwab Eaton, were present with contract documents for the parking lot project. The bid will be let for two options. The base bid is the ADA compliant area for \$55,595, the second is the entire parking lot for \$146,000. Since the entire project cost exceeds \$100,000 the company needs to be bonded. The commissioners decided to let the job out for local bid in the Beloit Call and Waconda Trader. Bids will be due September 1st at 5:00 p.m. to the Mitchell County Clerk's Office and will be opened September 5th at 9:00 a.m. in the commissioners meeting.

Emergency Management Director David Dohe and Greg Drum were present to discuss the floodplain resolution. Dohe requested a 15-minute executive session for matters of security per KSA 75-4318 with the three commissioners, Greg Drum, and Heather Weston. The session was granted on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session started at 9:27 a.m. and ended at 9:42 a.m. when it was extended 5 more minutes on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session started at 9:42 a.m. and ended at 9:47 a.m. No decisions were made in executive session.

Deb Ohlde, NCRPC, and Emily Benedick, Economic Development Director, were present to talk about Safe Streets and Roads Regional Dollars. These are targeted at run down infrastructures that can be fixed with construction projects. Benedick also mentioned that the Department of Commerce has COVID Relief Dollars for technology upgrades. There is a \$750 application fee to apply for the grant. The commissioners said yes, the county wanted to be included in the application for both grants on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

On motion by Mike Cooper and seconded by Tom Claussen a Cereal Malt Beverage License for retail sell at Family Dollar was approved. Motion carried by unanimous vote.

The meeting was adjourned at 10:10 a.m. on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

_____ Jim Marshall, Chairman

_____ ATTEST: Heather Weston, Mitchell County Clerk

The commissioners took a 5-minute recess before a scheduled department head meeting.

The department head meeting began at 10:15 a.m. Emily Benedick and all department heads except Clint Offutt, GIS, and Mark Noah, County Attorney, were present. Lynne Imboden, HR, handed out papers for employees to fill out and return to the clerk's office with current information. Imboden also reminded that any change in an employee's information or an accident needs to be reported to HR immediately. All present gave an update of their department. The meeting ended at 11:25 a.m.